

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION				
Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST KAMPALA		2. AGENCY USAID		3a. POSITION NO.
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. REASON FOR SUBMISSION <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces Position No. 00009030R (Title) (Series) (Grade) <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. CLASSIFICATION ACTION				
a. Post Classification Authority		Position Title and Series Code Project Accountant	Grade	Initials Date (mm-dd-yy)
b. Other				
c. Proposed by Initiating Office				
6. POST TITLE POSITION (if different from official title)			7. NAME OF EMPLOYEE	
8. OFFICE/SECTION Financial Management Office			a. First Subdivision	
b. Second Subdivision			c. Third Subdivision	
9. This is a complete and accurate description of the duties and responsibilities of my position. Typed Name and Signature of Employee Date(mm-dd-yy)			10. This is a complete and accurate description of the duties and responsibilities of this position. Rena Mukasa Typed Name and Signature of Supervisor Date(mm-dd-yy)	
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Charles Egu Typed Name and Signature of Section Chief/Head Date(mm-dd-yy)			12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Edward Michalski Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)	
13. BASIC FUNCTION OF POSITION The Project Accountant reports directly to the Chief Accountant, and serves as the principal expert for all program budgeting, accounting, financial analysis, and reporting functions for USAID/UGANDA. The incumbent provides professional advice to USAID/UGANDA and Mission staff on USAID accounting and financial management regulations. The incumbent provides expert advice on financial matters relating to project accounting, analysis and financial reporting (both written and oral presentations). Specifically, the incumbent is accountable for: 1. Ensuring the establishment and maintenance of financial systems, records and documents that are legal, ethical, accurate and complete; 2. Enhancing effective operational and development program/project design, implementation, monitoring and evaluation and close-out procedures by analyzing and interpreting accounting theories, principles, systems, data and reports; 3. Support the Financial Analysts (FA) in determining the financial feasibility of and practical methods for financing development assistance projects to support program viability and sustainability; 4. Support the FAs in advising host country officials, as required, on special USAID and U.S. Congress financial requirements in the implementation of projects in order to create effective partnerships in development; and 5.Ensuring integrity of the accounting systems by conducting				

constant review and evaluation of internal accounting and control procedures and coordinating responses to audit recommendations including development of corrective systems or procedures as they relate to USAID / Uganda accounting division. The incumbent communicates and exercises extensive interaction with outside partners and customers (GOU officials, grantees and contractors) on matters relating to program financial reporting requirements to ensure adherence with USAID accounting and U.S. Government standard regulations. The incumbent performs accounting duties of broad scope and complexity in designing, planning, analyzing, evaluating and supervising specialized and fully automated accounting systems. Performs project accounting operations utilizing an automated accounting system Phoenix that controls and reports on all operating expense and project activities. Requires the application of professional accounting principles and practices in the maintenance of the system. The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1.

14. MAJOR DUTIES AND RESPONSIBILITIES

1. Reviews Limited Scope Agreements (LSGA), Development Objective Agreements (DOAGs), Modified Acquisition and Assistance Request Documents (MAARDs), contract, grants, awards and other obligating documents for accuracy and records accounting strip codes on them into the Phoenix accounting system. Makes commitments and obligations of program funds, including but not limited to, the following: purchase orders (through the Ariba procurement system); travel requests and travel authorizations (through the E2 travel system); personal services contracts; leases; grants and cooperative agreements (incumbent will have a reviewer role in the Agency's requisition system GLAAS). As required, prepares the following: journal vouchers; increases or decreases to existing obligations; corrections to obligations; and transfers of disbursements between appropriations. Performs on continuing basis a de-obligation review of un-liquidated obligations; prepares journal vouchers to de-obligate funds as required. Resolves ongoing difficulties in processing commitments and obligations of project funds. Advises Mission personnel on current changes in internal OFM procedures and practices. Responsible for assuring that effective controls are in place for the efficient processing of funds to a wide range of complicated grants and cooperative agreements, which require long-term USAID professional knowledge of technical procedures. The current program consists of projects with many sub-regional projects implemented by contractors, private voluntary organizations (PVOs), and non-government organizations (NGOs). 20%
2. 1221 Reconciliation: Performs 1221 reconciliation with USDO and Treasury, and works closely with the Phoenix Coordinator on utilizing the eCART system. Reviews and analyzes the 1221 reconciliation report on monthly basis. Works closely with State/FMC, AID/W FM, FSC/Charleston, and BFC/Kansas to resolve un-reconciled items (both current and outstanding) and initiate necessary action for its final closure. In conjunction with the Phoenix Coordinator, reports outstanding 1221 items to the Chief Accountant. Prepares IPAC and reconciliation of transactions issued by Treasury Department's Financial Center in Kansas City. Reconciles FSN PSC payroll transactions and works with the Payroll Center (currently Lima) to resolve outstanding items. Works with the Administrative Assistant to ensure that bills are generated for medical evacuation travel authorizations, and government funds recovered. Processes IPACs received from AID/Washington and other AID Missions. Initiates transfers between appropriations and prepares SF-1097. 15%
3. Value Added Tax (VAT): Responsible for reviewing and verifying for accuracy all the VAT invoices/receipts for all the 35 USAID-funded Grantees, including AID/W funded activities, ensuring that documentation comply with the Uganda Revenue Authority (URA) requirements. Process and submit VAT and Duty Tax on fuel claims for OE, USAID Programs and on behalf of USAID implementing partners. Maintains a master worksheet for tracking individual program funded VAT claims against reimbursements. The project accountant serves as the first line contact in providing guidance/advice on all matters relating to VAT claims to USDH personnel and USAID contractors and grantees, including interaction with senior officials of the Government of Uganda (GOU), Ministry of Finance, Planning and Economic Development (MOFPED), Ministry of Foreign Affairs (MFA) and Uganda Revenue Authority (URA). The incumbent is responsible for directing contractors on policy procedures related to VAT as well as Mission personnel. The incumbent drafts all correspondence to the GOU officials, including the Minister and Permanent Secretary, Ministry of Finance and Economic Development, regarding VAT refunds for signature by the Front Office. Follows up on the payments and collects checks from both the Uganda Revenue Authority and the Ministry of Finance and Economic Development. Also, prepares spreadsheets documenting VAT for USAID and its implementing partners. On regular basis, provides a report on the outstanding VAT refunds for USAID and its implementing partners, including Section 579 Violations by GOU. Ensures integrity and equitable distribution of Mission VAT reimbursements to OE and Program. 15%
4. Analysis and reporting: Advises Financial Analysts on the current fiscal status of projects and programs under their jurisdiction. Provides a wide range of accounting reports as requested. Serves as the accounting backstop across all Development Objectives. This includes providing guidance and advice to Financial Analysts, activity managers,

Contracting Officer's Representatives (CORs), and Office Directors on accounting transactions and the development of accurate accrual information. Once the accrual information is generated the incumbent is responsible for ensuring the accuracy of the accrual and is then responsible for recording the accrual into the accounting system. Closely works with financial analysts assigned to each Technical Office to ensure accurate projections of FSN and US PSC budgets, and recurring office costs. Periodically advises EXO/PER on current status of PSCs. 10%

5. Performs end of the quarter and end of month procedures such as 1311 reviews, accruals, pipeline review, and reconciliation of old items on the USDO1221 reports. Performs continuous review of program obligations and commitments to ensure validity of un-liquidated balances and assuring adequate documentation as required by law. Monitors and tracks the various obligations and expenditures funded against the various program funded Miscellaneous Obligations (MO). Updates the excel worksheets for the various MOs in order to keep the records current and to track obligations and disbursements for obligating documents closeouts. Develop closeout procedures for end of quarter 1311 (de-obligation) Review exercises, ensuring obligations are valid, and de-obligate the un-needed un-liquidated balances for OE and program funded obligation documents, e.g. purchase orders, TAs and contracts. 10%
6. Develops, maintains and manages detailed and complex excel worksheets for split-funded procurements and coordinates with EXO procurement personnel to ensure that all program-funded procurements contain specific and accurate information, and that relevant funding sources are identified prior to forwarding to FMO for funds availability certification. Maintains worksheets for split-funded costs to ensure that all the allocable costs are distributed in accordance with Cost of Operations Budget memoranda. 10%
7. Provides technical guidance and or training to host country, grantee and institutional contractors' financial staff on USAID accounting and financial reporting requirements, and interprets USG fiscal regulations as necessary to ensure adherence with USAID fiscal management policies and procedures. Monitors contract execution and reports on contract status, problem and needed amendments. Participates in the development, installation, modification and implementation of any new and revised procedures and practices which impact the Mission project accounting system. 10%
8. Initiates communications with FM/Washington regarding all letters of credit and close-out reconciling items with AID/W, IPVO and local grantee/contractor. This is accomplished through independent contact with the grantee/contractors, working closely with the COR/activity manager and contracting officer. Performs other duties required in order to maintain official operations of the office and any other functions as deemed necessary by the Chief Accountant and Controller. 10%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

A university degree in accounting, finance, or business administration is required. A professional certification, (e.g. CPA or ACCA) is desired but not required.

b. Prior Work Experience

A minimum of six years of progressively responsible experience in professional accounting, financial analysis or auditing is required.

c. Post Entry Training

Familiarization training in USAID specific procedures, regulations, and methods will be provided. Orientation to working from a donor-Agency perspective etc. will be provided. Formal training to maintain professional capability in the accounting field and other courses offered for professional USAID staff will be provided as appropriate and courses seminars conference and other activities in fields related to the function and needed to maintain and update professional qualifications, will be provided as they become available, subject to the availability of funds.

d. Language Proficiency:

Level IV (fluent) English language proficiency, speaking and writing is required.

e. Knowledge

A thorough knowledge and understanding of professional accounting principles, theories, practices and a thorough knowledge of laws, regulations, and procedures governing USAID financial management is required. Must understand USAID's organization and operational standards and be familiar with USAID project policies and processes. The incumbent should have a knowledge and understanding of the different branches of the GOU in order to enhance effective communication and to develop consensus on financial management of programs/projects.

f. Skills and Abilities

The incumbent must be able to analyze accounting processes and identify practices and procedures that require correction or modification. The incumbent must be able to efficiently formulate recommendations for maintaining specialized segments of accounting systems. The incumbent must have excellent verbal communication skills, tact and diplomacy in order to establish and develop sustainable working relations and a high level of trust with mid-level GOU officials when dealing with Value added Tax. Excellent mathematical and writing skills are required in order to prepare regular and often ad hoc reports including data calls from USAID/Washington. The ability to work effectively in a team environment and to achieve consensus of fiscal policy and accounting practices is necessary. The work requires extremely good understanding of excel and other computer skills in order to manage the accounting system.

16. POSITION ELEMENTS

a. Supervision received

Works under the general supervision of the Chief Accountant and follows direction from the Financial Analysts on occasion. Assignments are made orally and in writing. Assignments occur in the normal course of the work, but the incumbent is required to determine those that must be coordinated with the supervisor. The incumbent provides a review of the assignment, the goals and objectives to be achieved and the results expected. The incumbent should seek advice and assistance as required.

b. Available guidelines

ADS, Controller Guide Book, Foreign Assistance Legislation, USAID Management Financial Bulletins. Mission Orders, FAM, FAH and general accepted accounting principles. The incumbent should be familiar with the Mission Strategy and program implementation. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

c. Exercise of judgment

Independent judgment is required for executing financial accounting documents. Judgment is required in order to make decisions, based on careful analysis of facts and variables against possible funding streams

d. Authority to make commitments

None

e. Nature, level and purpose of contacts

The incumbent has a full range of contacts including but not limited to frequent contacts with Mission personnel; grantees, contractors and vendors; and official of agencies implementing USAID projects. The incumbent will communicate directly with officials from the GOU on VAT issues. Within the Embassy, contacts are with counterpart staffs and with senior staff as needed.

f. Supervision exercised

None

g. Time required to perform full range of duties after entry into the position

One year of training depending on previous work experience under 15b.